

UNITED STATES DISTRICT COURT - DISTRICT OF NEW HAMPSHIRE

CRIMINAL JUSTICE ACT VOUCHER (CJA 20) CHECKLIST

MORE THAN ONE VOUCHER REQUIRED?

If the same defendant is represented in more than one case, each CASE must have a separate voucher. Fees or expenses may not be duplicated. For example, for a pretrial conference in both cases which involves .6 travel time, .3 would appear on each voucher, not .6.

If appointed for the same defendant in both a grand jury matter and a subsequent criminal case, separate vouchers must be submitted for each of those appointments.

REVIEW BILLING AND CHARGES

Is there any duplication of time if more than one attorney has worked on the case? If more than one attorney, is that time separately listed and the provider identified?

Are the charges allowable, reasonable, and logical? For example, 3 hours travel time from Concord to Manchester. Not logical-- travel time was not separated from interview/conference time.

DOUBLE-CHECK ENTRIES/SUPPORTING DOCUMENTS

Are figures in *tenth* hours?

Are all in-court hours claimed trial time, time with a judge (i.e., in chambers, in court, or by telephone), or time when presence at the courthouse was required?

Is mileage properly recorded by listing the specific number of miles traveled multiplied by the rate in effect at the time of the travel?

Has the math been checked?

Are grand totals from each category properly transferred to the front of the voucher from the worksheet/bill?

Are dates listed on the worksheet/bill?

Are in-court hours and out-of-court hours totaled on the front of the voucher?

Are "travel" expenses separated from "other" expenses on the front of the voucher?

Are calculations totaled in Boxes 15-18 and Grand Total line? (Insert "0" if no claim in a particular box.)

If the voucher covers more than one reimbursement rate, is the proper addendum attached?

Are Boxes 19-21 and all questions in Box 22 answered?

Is the voucher signed and dated?

If the amount claimed exceeds the maximum statutory amount, is a Motion to Exceed attached? See LCrR 44.1(c).

Are supporting documents (i.e., receipts) attached for any expense in excess of \$50? If CALR was used, are the appropriate statement and receipt attached?

PREPARE FOR MAILING

Review the CJA voucher to make sure all claim information boxes (15-18 and Grand Total) are completed. Make sure in-court, out-of-court, and expense worksheets/bills and any other required materials are attached.

Keep a copy of the CJA voucher and a copy of your backup material (worksheet/bill, receipts, etc.) and forward an **ORIGINALLY SIGNED** copy of the CJA voucher, with supporting material, to the court within 45 days of disposition.